

**NETARTS-OCEANSIDE SANITARY DISTRICT**  
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Minutes of the January 21, 2021 Regular monthly meeting of the Netarts-Oceanside Sanitary District Board of Directors.

1. The regular monthly meeting of the Netarts-Oceanside Sanitary District (NOSD) Board of Directors was called to order at 5:31 P.M. by John Prather, Chairperson. The meeting was held in the NOSD Board Room and was also held via Video.

**BOARD MEMBERS PRESENT:**

Jim Carlson, Member-At-Large via Video  
Craig Leslie, Secretary via Video  
Craig Wakefield, Treasurer  
John Prather, Chairperson

**EMPLOYEES PRESENT:**

Daniel Mello, District Superintendent  
Yvonne Blaser, Office Manager  
Andrew Hunt, Lead Operator  
Jessica Ayotte, Office Specialist  
Shawn Parker, Operator

2. Approval of Agenda. **It was a consensus of the Board to approve the Agenda as presented.**
3. **GUEST:** None
4. **PUBLIC COMMENTS:** None
5. **BOARD QUESTIONS; COMMENTS; DISCUSSION:**

A. Emergency Preparedness planning discussion update: Prather had emailed the Board a chart on Emergency Planning & Recovery and at this time Prather went over this chart. Prather also stated that the Oceanside Neighborhood Assoc. will be holding a meeting to discuss Emergency planning and at that time he will discuss our Districts ideas of Emergency planning. Mello then stated that we need to get both Water Districts on board with this planning as they are the main Districts that will get us up and running if a disaster strikes. Carlson then suggested that maybe we could send a memo to both Water Districts stating that the NOSD and the NORFPD are working together to come up with Emergency planning ideas and that we would like them to be involved too. After a lengthy discussion, Mello stated its going to be hard right now due to Covid-19 because we really need to be able to sit with all Districts and have a round table discussion.

6. The Board reviewed the previously distributed **Minutes** of:
  - A. The December 17, 2020 Regular Board Meeting Minutes. **Wakefield Moved to approve the Regular Board Meeting Minutes as presented. Leslie seconded. Motion passed by a vote of 4 to 0.**
7. The Board reviewed the **Financial Statements for November 2020 and December 2020** for all Funds. Mello and Blaser answered all the questions to the Board's satisfaction however, Leslie had a question on page 2 of the Financial Statement asking why the Total Requirements amount is different from the Total Expenditures amount. Blaser and Mello reported on Leslie's question at the January 21, 2021 Board meeting. **Wakefield Moved to approve the Financial Statements for November 2020 and December 2020. Carlson seconded. Motion passed by a vote of 4 to 0.**
8. December 2020 **Board Audit** for review:

**December 2020**

General Fund in the amount of:	\$ 83,464.93
Capital Resources in the amount of:	<u>\$ 54,234.42</u>
Total	\$137,699.35

Mello and Blaser answered all questions concerning the Board Audit to the Board's satisfaction.

9. **DISTRICT REPORT:** (A copy of Mello's Operation and Maintenance Summaries is attached. The following additional information was presented and discussed.

- **December 2020** Discharge Report had no violations.
- The average discharge to the Outfall of TSS was 10mg/L and 11mg/L of BOD for the month of December 2020. Our permit allows 30mg/L monthly average for each. The Treatment Plant's removal efficiency is 96% TSS and 95% BOD; the permit is a minimum of 85% removal.

**Collection System:**

Mello reported that we have no I & I work scheduled for January 2021. Mello also stated that the wet well grease removal has been moved out to February due to Zwald's vac-truck is broke down. Mello stated that Underground Tech has completed the valve vault and manhole rehab. Mello explained that some of this work scheduled can be affected by weather and Covid-19 restrictions imposed by State of Oregon mandates.

**Pump Stations:**

Mello reported that the new control panel for the Netarts pump station was scheduled for delivery on December 16<sup>th</sup> then it was moved to January 14, 2021. The new delivery schedule is January 28, 2021. Mello stated that the installation of the control panel is still weather dependent. The electrical cost estimate for the installation is \$20,789.00 if installed by the end of December 2020.

Mello stated that the Main pump station down spouts have been installed.

All other pump stations are operating without issues.

### **Treatment Plant**

The Treatment Plant is operating within its permit limits.

### **Capital Improvement Projects:**

Mello stated that we have no current Capital projects scheduled.

### **New Equipment Purchase/Repair Request:**

Mello stated that we have received the new replacement Actuator valves for the wastewater treatment plant. The schedule for installation of the new Actuator valves was moved due to Covid-19 and then due to the bad weather. We have no confirmed date for installation as of 1/19/21.

### **Office Equipment Purchases and Updates:**

Mello reported that the "Inter Governmental Agreement" between the Fire District and NOSD for the new shop and fuel station was sent to legal council for review on 1/6/21. Mello stated that we should be getting the final Inter Governmental Agreement back before the next Board meeting.

### **Personnel & Policy Manual:**

Mello stated that there are no new updates to report.

10. **OLD BUSINESS:** Website Redesign Proposal for NOSD: Mello stated that he does have second source for website design which is a Company called Streamline. This Streamline Company was at the SDAO Conference in 2019. Mello will look in to this further and will update the Board at the next meeting.
11. **NEW BUSINESS:** Prather and Mello had a discussion regarding hiring a Financial Advisor, which will help with the Districts methodology on the System Development Charges, as well as taking a look at our Bonds and Loans. Mello stated that we could put a line item in the up-coming budget for Consulting. Mello also stated that he will contact Cable Huston to see if they have any recommendations on Financial Advisors and if so then we could send out RFP's.
12. **CORRESPONDENCE:** Annual Audit for FY End June 30, 2020.
13. **PUBLIC/BOARD COMMENTS:** Prather stated that 3 Board positions will be up for election this year and we will have to put the word out. Ballot applications close March 18, 2021, for the May 18, 2021 Special Election. Wakefield stated that he would be re-running again and will file that with the County Clerks.



14. **EXECUTIVE SESSION, PER ORS 192.660(2)(f) or PER ORS 192.660(2)(e), IF NECESSARY.**  
No Session Held

15. **There being no further business, Prather adjourned the meeting at 6:29 P.M.** The next Regularly scheduled Board meeting will be February 18, 2021.

Respectfully submitted,



John Prather, Chairperson

JP/yb

January 2021 Board Meeting.doc